

## CLAIM REPORTING PROCEDURES

All claims regardless of severity or location should be reported to the YORK Claims Intake Center. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit new loss reports:

Client Code **is 4694**

1. **Email:** [metalandplastics@yorkrsg.com](mailto:metalandplastics@yorkrsg.com)
2. **FAX:** 973-404-9002
3. **Telephone:** 1-866-391-9675 (YORK)
4. **Mailing:** PO Box 183188  
Columbus, OH 43218  
**Physical:** 5000 Bradenton Ave,  
Dublin OH 43017

### **Important!**

- To expedite the handling of your newly reported loss, please be sure to include your YORK Client Code with each new loss report!
- Notices that do not require action (“incident reports”) should be clearly marked “REPORT ONLY”.

The YORK Claims Intake Center will review all claims notices upon receipt and assign to the YORK handling branch office. A claim acknowledgement will then be transmitted to the designated individual advising of the YORK claim number and the adjuster assigned to the claim.